



Todoist (Windows) cheat sheet

General

Q	Quick Add
/ or F	Search
Esc	Dismiss/Cancel
M	Show/Hide navigation menu
?	Show keyboard shortcuts
Ctrl + K	Open command menu
Ctrl + P	Print current view
Ctrl + Shift + =	Zoom in
Ctrl + -	Zoom out

Global

Global shortcuts will still work when Todoist is not in focus.

Win + Alt + S	Show/hide Todoist
Win + Alt + Q	Open Quick Add

Quick Add

Type these into the task field to quickly add details like project, priority level, and assignee.

P1, P2, P3, P4: Set a priority level

#	Pick a project
/	Pick a section
+	Add an assignee
@	Add a label

Navigation

Shift + G	Open task in its project
O then P	Open Productivity
O then H	Open help
O then N	Open notifications
O then U	Open profile photo menu
K or Up arrow	Move focus up
J or Down arrow	Move focus down
Right arrow	Move focus to the right
Left arrow	Move focus to the left
H or G then H	Go to home
G then I	Go to Inbox

G then Shift + I	Go to Team Inbox
G then T	Go to Today
G then U	Go to Upcoming
G then L	Go to labels
G then P	Go to projects
G then /	Go to section
O then S	Open settings
O then T	Open theme
G then A	Open activity log
G then V	Open Filters & Labels

Add tasks

These shortcuts will only work when your cursor is in the task. The shortcut actions are different depending on whether you're creating a new task or editing an existing one.

A	Add new task to the bottom of list
Shift + A	Add new task to the top of list
Enter	Save a newly created task and create a new one below
Shift + Enter	Save changes to an existing task and create a new task below
Ctrl + Enter	Save a new task or save changes to an existing one and create a new task above

Edit Tasks

E	Complete focused task
Shift + Left click	(click the checkbox) Complete and archive recurring task
Enter	Open task view
Ctrl + E	Edit task
Ctrl + Enter	Save edits
T	Set due date
Shift + T	Remove due date
1 or 2 or 3 or 4	Set priority level
Y	Change priority level
C	Comment
L	Add label
Shift + R	Assign/reassign

V	Move to...
.	More task actions
X or Ctrl + Left click	Select focused task
Ctrl + Left click or Shift + Left click	Select multiple tasks
,	Move focus to multi-select toolbar
Shift + Del	Delete selected task(s)
Shift + Ctrl + ,	Copy link to task
Ctrl + Up arrow	Move to the task above the task currently being edited
Ctrl + Down arrow	Move to the task below the task currently being edited

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Create and complete sub-tasks

Ctrl +]	Increase indent of focused task
Ctrl + [Decrease indent of focused task
Shift + E	See/Hide sub-tasks

Note: The above shortcuts are only available in list view, when a task is focused.

Handling tasks inside a project

These shortcuts only work in projects.

Shift + V	Change to list/board view
S	Add section
Shift + S	Share project
D	Sort by due date
P	Sort by priority
N	Sort alphabetically
R	Sort by assignee
W	Open more project actions

Upcoming view

Home	Go to today in Upcoming
Shift + Right arrow	Next week in Upcoming
Shift + Left arrow	Previous week in Upcoming
O then M	Open month picker in Upcoming

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More information: defkey.com/ha/todoist-windows-